

Position Description- Maintenance Foreman

Basic Function of Position

The incumbent supervises a team of up to 12 multi skilled tradesmen responsible for performing building and ground maintenance and repair/replacement works on the mission's residential and office properties. Serves as Contracting Officer's Representative (COR) or Government Technical Monitor (GTM) for improvement projects in the mission's properties and In Between Occupant Repair of STL residences.

Major Duties and Responsibilities

% of Time

- A. Upon receiving work order either from Work Control Clerk or Facility Supervisor, determines the level of human and material resource needed, assigns work to appropriate craftsmen and makes necessary arrangement from successful completion of the work including feedback to the customer. 30%
- B. Coordinates with Facility Supervisor on scheduling and implementing Preventive Maintenance for major electro mechanical equipment at USG properties. 20%
- C. Prepares, implements and monitors progress of improvement projects in LTL properties and in between occupant repair in STL residences by outsourced contractor either as COR or GTM. 25%
- D. Inspects progress and monitors quality of work performed by his/her section, assists in disciplinary cases, makes recommendations on new hires and prepares administrative reports as needed. 15%
- E. Ensure minimum safety requirement are maintained for his/her crew as well as standard is met for safe working condition. 10%